



Name of the Post: Manager- Monitoring & Evaluation & Research, Saksham Prerak

Location :Mumbai

Duration : March 2020

Email : recruitment.sakshamprerak@gmail.com

Remuneration CTC: Rs. 60,000- 70, 000/- per month.

Last Date for application:10th May, 2019.

Saksham Prerak, in collaboration with the National AIDS Control Programme (NACP) will build capacities of 9000 HIV counselors+30000 Auxiliary Nurse & Midwife across India. Tata Institute of Social Sciences will establish 10 Regional Training Units to conduct these training programmes.

Terms of Reference for the position of Manager, Monitoring & Evaluation & Research, Saksham Prerak.

- Designing framework of programme Monitoring and Evaluation (M&E) system.
- Designing and managing I.T data management systems to facilitate framework of programme Monitoring and Evaluation (M&E) system which include deciding the data points, flow of data, method/s to collect the data, analysis plans and preparing reports.
- Oversee development and maintenance of the Virtual Platform. Assist in developing content for online knowledge platform and coordinate to facilitate the developed content into the online platform.
- Ensure M&E system meets data requirements of all the Regional Training units.
- Coordinate and work together with Regional Training Units and NACO –PC for data collation, periodic assessments and data analysis and reporting.
- Oversee Base line, Mid Term and End line assessment of programme.
- Assist Sr. Programme Manager, Saksham Prerak for submitting periodic reports to SACS, NACO & PLAN India.
- Assess need for capacity building activities for programme staff pertaining to M&E and plan capacity building activities.
- Data analysis and reporting for strategy development.
- Any other tasks assigned by Supervisor(s)

- **Essential Qualifications:** Full time Bachelor's degree in Statistics, Information technology or Computer engineering. Preference will be given to those with additional diploma or certificates in related themes.
- **Experience:** 3 years in developing IT enabled Monitoring & Evaluation systems for health programs.
 - Experience developing reporting structures or formats for monitoring fieldwork as well as maintaining quality.
 - Experience to lead teams in performing respective functionaries and managing timely progress of the project.
 - Experience in designing, developing and managing I.T systems or data management systems.
 - Experience working with large datasets and in performing data analysis of such large datasets using SPSS, STATA, Ms Excel, etc.
 - Experience of large scale research studies, preferably in health.
 - Experience working with web development technologies with knowledge of online portals.
 - Advanced knowledge of Ms Office and Experience developing reporting structures or formats for monitoring fieldwork as well as maintaining quality.

Essential Skills:

- Excellent skills in English communication (verbal and written).
- High proficiency in MS Excel.
- Knowledge and experience of using of SPSS or STATA.
- Very good knowledge of other Microsoft Office application (MS Word & MS PowerPoint).
- Experience in data analysis and report writing.
- Knowledge of MS Access or other similar programmes will be an advantage.

Application Procedure

E-mail applications consisting of a cover letter in the email and CV attached in MS Word or PDF format should be sent to **recruitment.sakshamprerak@gmail.com** along with the position and location of the vacancy clearly mentioned in the subject line.

Last date of application is 10th May, 2019

Those who applied earlier need not apply again.

*******Only short-listed candidates will be contacted for interview.*******

National Programme Director

Saksham *Prerak*